



Community Development Department • Building Inspection Division
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540 • 650-903-6313 • FAX 650-903-6474

KEY BOX

Information and Procedures

When access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the Chief may require the installation of a key box in an approved location. The key box shall be of a type approved by the Chief and shall contain keys to gain necessary access as required by the Chief. (*Uniform Fire Code, Article 506*)

APPROVED KEY BOXES/KEY SWITCHES:

- The City of Mountain View accepts the Series 3200 Key Lock Boxes and Series KS-2 Key Switches.
- To purchase a key box/key switch, obtain an authorized order form from the Community Development Department – Fire Division. Located at 500 Castro Street – 1st Floor, Mountain View, CA 94041.

MOUNTING INSTRUCTIONS:

- Mount the key box/key switch in the location approved by the Fire Protection Engineer or in the location shown on the approved building plans.
- The key box/key switch should be installed in an area protected from excessive moisture where possible. Caulk between the box and mounting surface to assist water-proofing.
- Mount the key box/key switch between 4' and 5' above finish grade.
- It is recommended that any tamper switch connections be performed by a qualified alarm technician.

After installation, contact the Fire Protection Engineer at (650) 903-6313 to insert the appropriately labeled keys and install the locking cover to the box.